

United States Government

Department of Energy
Rocky Flats Field Office

memorandum

DATE: JUL 30 2003
REPLY TO:
ATTN OF: OOM:BJ:03-00919
SUBJECT: Informational Notice of Reduction-In-Force

TO: Rocky Flats Field Office Employees Grades 15 and below

This is an Informational Notice of a Reduction-In-Force (RIF) of GS-15 positions and below in the Rocky Flats Field Office (RFFO). The anticipated size and scope of the RIF has the potential to impact the entire RFFO. While the outcome of the RIF is not known at this time, this Notice is intended to alert you to the possibility that you could be impacted through the RIF process. The RIF will be conducted pursuant to 5 C.F.R. Part 351. Successful completion of tasks for the Rocky Flats Closure Project reduces the required future staff effort and supervision for that effort. The RIF is necessary due to the resulting lack of work, and is in no way a reflection of your current or past job performance.

We are providing employees this Informational Notice which also satisfies the requirement for a "30-day general notice" in accordance with the American Federation of Government Employees (AFGE) Local 1103 Collective Bargaining Agreement, Article 35, Section 3 (B). If you are a permanent employee in the competitive service or a Schedule A or B employee with comparable status in the excepted service, this Notice also establishes your eligibility for the Career Transition Assistance Program (CTAP). CTAP provides selection priority for certain DOE vacancies in the local commuting area, provided you apply for a vacancy that is at or below your current grade level, submit a copy of this Notice as proof of eligibility, and be determined well-qualified for a position that does not have greater promotion potential than your current position.

The planned effective date of the RIF is November 1, 2003. At least 60 days prior to the effective date, we will issue specific RIF notices to impacted employees identifying the action that will be taken and describing the benefits and entitlements associated with that action.

Attached to this Notice, the RFFO Human Resources Division (HR) is providing you with your personal RIF essential information on file in your official personnel folder. This information will be used in determining your retention standing and has an impact on your placement rights in a RIF. Please review and verify that the information contained on the attachment is correct. If you feel the information is incorrect or incomplete, please provide any corrections with supporting documentation or supplemental information no later than 5:00 p.m. on August 14, 2003, to Michael Hargreaves, in Room 3PO-13 at Mountain View. OPM will assume that all information is correct and complete unless revisions are provided by the above date.

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Moreover, OPM staff will conduct employee briefings to explain the RIF process and the retention data to help facilitate your understanding of the RIF data and the RIF process. We will hold briefings in the morning and the afternoon during the week of August 4 at Mountain View in the Long's Peak conference room, according to the following schedule:

August 4:	1:00 – 3:30 p.m.		
August 5:	9:00 – 11:30 a.m.	AND	1:00 – 3:30 p.m.
August 6:	9:00 – 11:30 a.m.	AND	1:00 – 3:30 p.m.
August 7:	9:00 – 11:30 a.m.	AND	1:00 – 3:30 p.m.

Each briefing is limited to 15 participants. You may sign up for one of the briefings by contacting Laura Schachter at ext. 2200.

In addition, OPM staff will also be available for individual counseling the days of the employee briefing sessions before 9am, Noon to 1 pm, and after 3:30pm beginning Tuesday August 5th. You must sign up for individual counseling by close of business Friday August 1, so that your individual, specific data can be made available to the OPM staff. You can sign up by contacting Laura Schachter.

If you are concerned that you may have work experience, education or training information that is not reflected in your official personnel folder maintained by HR, I encourage you to submit a current resume or Optional Application for Federal Employment (OF-612) reflecting your total background and experience. Your updated resume or OF-612 (if you chose to submit one) must also be received no later than 5:00 p.m. on August 14, 2003. Please submit this information to Michael Hargreaves.

Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) have not yet been approved by the Office of Personnel Management for use by the RFFO in the upcoming RIF. You will be advised of any approval and the specific window for signing up for the buyout as soon as we receive approval. The window for your decision may be less than two weeks, so be prepared to respond quickly. Please be advised that if you apply for the buyout and it is approved by the Manager, you will be asked to sign an agreement confirming your intention to resign or retire with a voluntary separation incentive payment. Your decision to apply for the buyout is considered final. This understanding is important since your decision will affect your personal situation and may affect other employees who remain in the RIF pool. Employees who received a retention bonus for any portion of the period of October 31, 2002 – October 31, 2003 are not eligible for a VSIP. In addition, employees who received a paid recruitment or relocation bonus, any period of 24 months preceding the date of separation (i.e., October 31, 2001 – October 31, 2003), are not eligible to receive a VSIP. If buyouts and early retirement are approved a separate memo will provide the specific application information.

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I would also like to remind you that the enhanced Kaiser Hill Career Transition Center will continue to be available throughout the process as well as after separation. Employees may receive the full range of services from the enhanced center for a period of up to one year after separating from the Department, provided that they sign up and take the Getting Started Workshop prior to separation from Federal service. In addition, my memoranda dated January 22, 2003, (located on the Transition Website) addresses the use of administrative leave and government equipment for job search purposes.

If you have any questions regarding this notice, please contact Michael Hargreaves at ext. 2150.

A handwritten signature in black ink that reads "Eugene C. Schmitt". The signature is written in a cursive style with a large, stylized "E" and "S".

Eugene C. Schmitt
Manager

Attachments:
Employee RIF Essential Data Sheet